

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **MUSEUM DIRECTOR AND BUSINESS MANAGER**

Jurisdictional Class: **Competitive**
Date Adopted: **11/18/94**
Date Revised: **3/1/95**
Jurisdictions: **County**
Union Status: **Exempt**
Pay Grade:

DISTINGUISHING FEATURES OF THE CLASS: This position requires the ability to handle many different aspects of running a museum dedicated to local history. General guidelines and policy decisions are made by the County Government and the County Historical Society. This position implements those decisions made by the above entities. Supervision is also exercised over numerous employees and volunteers. Incumbent also represents the museum to the public, as well as to various funding organizations. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Conducts correspondence on museum matters; Attends relevant meetings of County Government and County Historical Society; Implements and coordinates programs established by County Government and County Historical Society; Completes and submits applications for grants; Insures money budgeted by County Government and County Historical Society is properly spent; Works with tourist agencies and media in promoting and marketing the museum; Assists in planning and/or assembling exhibits, collections, and educational programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Ability to manage within a budget; accounting skills; ability to write grants; ability to promote and market a business; good public relations skills; ability to supervise others; ability to follow and understand guidelines; initiative; research skills, and working knowledge of local history.

MINIMUM QUALIFICATIONS:

- (A) Master's degree in either Business, Marketing, Administration or a related field; **and** (1) one year of material and responsible experience involving the collections, programs and/or historical records in a museum/historical research organization; **and** (1) one year of financial, marketing or other relevant business management experience; **OR**
- (B) Bachelor's degree in either business, marketing, administration or a related field; **and** (1) one year of material and responsible experience involving the collections, programs and/or historical records in a museum/historical research organization; **and** (2) two years of financial, marketing or other relevant business management experience; **OR**
- (C) Associate's degree in either Business, Marketing, Administration or a related field; **and** (1) one year of material and responsible experience involving the collections, programs and/or historical records in a museum/historical research organization; **and** (4) four years of financial, marketing or other relevant business management experience; **OR**
- (D) An equivalent combination of training and experience as outlined by the limits of (A), (B) and (C) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

Last Reviewed: n/a
Last Updated: 03/01/95
Reviewed By: n/a
Last Reallocated: n/a

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